

Great Lakes Region



Tournament Directors Manual

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TOURNAMENT DIVISION

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The following materials outline the required manual for conducting sanctioned tournaments within the Great Lakes Region. The Director of Competition's Office is available to assist tournament directors in the planning and completion of their events. Please do not hesitate to contact them and ask questions. Business hours for this office are Monday - Friday from 8:00 am to 4:00 p.m. Please do not call any later. ***Refer to the Web Page for listing of the current Director of Competition and Staff.***

HOSTING A TOURNAMENT

*****Sanctions will NOT be granted unless the Tournament Director has renewed their membership for the sanctioned season. Registration begins on September 1st for each new sanctioning season.**

The Great Lakes Region has the right to sanction tournaments and/or withdraw the sanction of any tournament that violates USA Volleyball or Regional rules, guidelines, and procedures for conducting Volleyball Tournaments.

All tournament directors, officials and everyone involved in running the tournament must be current members of the Great Lakes Region Volleyball of USA Volleyball and in good standing which includes current background screen and SafeSport certification.

All tournaments must have a knowledgeable, non-playing, non-coaching, non-officiating staff and GLR/USAV member available at the tournament at all times. If the TD listed on the web site is not going to be the on-site TD, please contact Dean Hoskin to inform him of who the on-site TD will be at least five (5) days before the tournament, in writing.

The Great Lakes Volleyball season runs from late October through the completion of the USA Volleyball National Championships. All junior tournaments held during this period must be sanctioned. Only USA Volleyball registered teams/individuals may participate in these tournaments.

By hosting a sanctioned tournament and after requesting and receiving an insurance certification, you are covered by the USA Volleyball Liability Insurance Policy, which many facilities require as part of the rental contract. In addition, officials, players and coaches are insured, while traveling to, playing in, and returning home from your tournament under the USA Volleyball Sport Accident Coverage if they come and go as a group.

You may request sanction for a tournament through the Region website: www.greatlakesvolleyball.org. If you are not already listed as a tournament director, contact the Director of Competition for online access. Once you have requested your tournament via the Region website, please follow it up with an e-mail to the Director of Competition. Current e-mail addresses are listed on page two (2) of this manual.

The site that you will use to host the tournament must be approved prior to use. To have a site approved you will need to contact the Region Commissioner and set up a time for someone to come out and inspect the site. The site should be set-up for tournament play. Guidelines- Free zone a minimum of 2 meters, playing surface must not be rough or slippery, lines must contrast the color of the floor, service zone 2 meters, lighting measured at 27.9 foot candles, measured 1 meter above the playing surface, ceiling height minimum of 23', nets, antenna, padded referee stands and posts, AED, adequate restrooms, parking and the facility must be in compliance with Village/City ordinances.

The tournament division(s) must be determined at the time of your sanction request. Due to the large number of canceled tournaments and lack of team response, only one (1) adult division per weekend will be sanctioned during the initial stages of scheduling. Exceptions may be made by the Director of Competition, only in very large divisions or when excessive distances in tournament sites are involved. After the majority of teams have registered and a division is large enough to accommodate more playing dates, additional sanctions may be issued. You will be notified via email of the acceptance or rejection of your request as soon as possible.

For junior competition, you need to select the division(s) that you will be offering. If you are running a Girls 13's division and a Girls 14's division (noted as G13, G14 on the website) then you need to run those divisions separately. In the event that you do not have enough teams to run those two divisions separately and you wish to combine them, you need to contact the teams and the Director of Competition in writing and inform them of your intent. If a team (for any reason) does not want to play in a combined division, you will need to issue them a refund with no penalty. If you choose a combined division (noted as G13/G14 on the website) when you request a sanction, then it is implied that the tournament is combined and teams should be prepared to play either Girls 13's or 14's.

Acceptable age division combinations are as follows:

- Boys 13's and 14's
- Boys 15's and 16's
- Boys 17's and 18's
- Girls 13's and 14's
- Girls 15's and 16's
- Girls 17's and 18's

These are the only allowable combinations on the website.

If a Canadian Volleyball Association (CVA) or any other foreign team is interested in playing in your event, please contact the Region Office.

NSF checks, bank fees, and etc. are the responsibility of the Tournament Director unless the tournament is hosted by the region. If the tournament is hosted by the Region, the NSF fee is \$15.00

If your tournament or division is canceled, or if you add or delete a tournament site, you must notify the Director of Competition at least 48 hours in advance or there will be a \$50 fine!!

For junior tournaments – teams and officials must be notified 10 days subsequent to the tournament date. Possible sanction for not adhering to the policy: loss of sanction(s) for future tournaments.

PRE-TOURNAMENT DUTIES

The following manual should be used when you are planning to host a tournament. This manual will assure that you are in compliance with USA Volleyball and the Great Lakes Region Policies and procedures that pertain to hosting a tournament. The Great Lakes Region Commissioner and/or the Director of Competition reserves the right to amend any rule that will help a tournament run smoothly.

SANCTIONING YOUR TOURNAMENT

The Regional Tournament Directors' office is responsible for assigning all tournament dates. Requests for sanction may be made at any time through the website, but will not be reviewed for sanction until mid-September. This way, it will give all interested parties time to prepare their schedules according to site availability.

As a Junior Tournament Director, you are responsible for verifying that all teams competing are registered with completed rosters. All teams will be added to the Region Web Site once their rosters are completed. Either check the Web site (www.greatlakesvolleyball.org) or call the Director of Region Services to make sure all the teams in your tournament are registered. You should check at least five (5) days prior to your tournament date. If you fail to verify teams, you will be fined \$50.00. If a non-registered team or player plays in your tournament, you will be suspended as a tournament director for a minimum of one (1) month following the time of infraction.

If the listed tournament director will not be on-site the day of the tournament, prior approval of the person responsible for the event must be submitted via e-mail to the Director of Competition a minimum of 5 days before the event.

The Director of Competition reserves the right to limit the number of sanction requests granted to each person making application.

ENTRY FORMS

Tournament Directors must receive permission from the Director of Competition to use a different playing format than those listed in the Tournament Directors' Manual.

The Tournament Director must inform the teams the Monday prior to the tournament date of the format being used. If a team drops out after the Monday prior, and if there is adequate time, you must inform the other teams of the new format.

Exceptions to this rule include multiple day events and leagues. All entry forms must include the Great Lakes Region sanction number that your tournament was assigned.

If there is room in a tournament, teams are allowed to play "UP" in a higher division; and juniors may play in adult events if invited. When Junior Clubs are participating in an Adult sanctioned or pre-season tournament, all first referee duties must be performed by coaches.

TOURNAMENT ENTRY CLOSING DATE

All entry forms should include a tournament closing date. The recommended closing date should be no less than ten days subsequent to the tournament date. A tournament director's worst nightmare is worrying about whether or not the tournament will fill.

ACCEPTING TEAMS INTO YOUR TOURNAMENT

It is recommended that Tournament Directors not accept money unless an entry form or completed roster accompanies it, nor should you hold a spot open for ANY TEAM. All registered teams should be given an equal opportunity to participate in your tournament. First come, first served is the philosophy of the Region.

CONTACTING OFFICIALS

Certified Officials MUST be used for all semi-final and final matches for Junior Competition.

Use of officials "not in good standing" will result in fines and/or loss of tournament sanctions.

Each tournament director now has the responsibility for contacting all officials for sanctioned tournaments. Tournament Directors have access from their login to see the officials that have made themselves available for their tournament. Officials contact information is listed under the blue bar marked Officials. Only Officials listed on the website are eligible to officiate sanctioned tournaments. This list will be updated on a regular basis. It will be the tournament director's responsibility to contact the officials if there are any unexpected delays on the tournament day that would delay the start of play-offs. By 12:00pm, you should have a good idea as to whether or not the play-offs will be on time.

REMEMBER: Failure to inform the officials of more than a one-hour delay will result in a minimum of one (1) match fee to each assigned official. Unforeseen tie breakers needed at the end of pool play are the only exception to this rule.

TEAM CANCELLATIONS

Each tournament director sets their own cancellation policy.

For suggestions for a cancellation policy, please contact the Director of Competition.

TIME ALLOTMENTS

The following time allowances are realistic and allow for a ten (10) minute warm-up between matches and a maximum of three (3) minutes between sets. All teams should be ready to start their warm-ups near the court they are scheduled to play on fifteen (15) minutes before their scheduled start time.

FORFEIT TIME IS MATCH TIME!!!! If a team fails to have a sufficient number of players to start a match at the scheduled time, that 1st set must be forfeited. An interval of up to 10 minutes shall be allowed for the team to have a sufficient number of players to play the next set. If a team still does not have a sufficient number of players ready to play, the second set is also considered forfeited. The score of a forfeited set is recorded as 25-0, or in the case of 21-point sets, 21-0.

If neither team has a sufficient number of players, to start the match, it is a double forfeit.

Recommended Time Frames:

Sets	Matches
2- 25 point sets 60 minutes	25 points 75 minutes
2- 21 point sets 50 minutes	21 points 60 minutes
1- 15 point set 30 minutes	

These times are to be used as a guideline. Each tournament will have individual time restrictions. If your tournament is running ahead of schedule, the next match should start ten (10) minutes after the conclusion of the previous match. If you are behind schedule, maximum of six (6) minutes should be used before the next match.

SCORING PROCEDURES

Tournament Directors are not allowed to place a CAP on any set.

Teams must switch sides of the court at 8 points in all deciding sets which are played to 15 pts.

If mandatory 3 sets are played, teams will switch sides in the 3rd set at 13 points. There will be a coin flip between the 2nd and 3rd set.

All Semi-Final and Final matches must be 2/3 or 3/5 to 25 points, even if pool play was only to 21 points. *Adult Quarter Finals will be 1 set to 25 pts. Juniors may play full Quarterfinal matches or a single set to 25 pts but the format must be spelled out in writing at the start of the event.*

All tie-breaking sets will be played to 25 points, with one team winning by two points and no point cap. Teams will switch sides at point 13.

SEEDING AND ARRANGING POOLS

After you have closed entries for your tournament, seed your playing pools to assure fair competition. When planning your seeding, the key to remember is that the top 4 teams should advance to play-offs. In a 2-pool tournament, teams ranked 1 & 3 should be in one pool, and teams 2 & 4 in the other. In a 3-pool tournament, teams ranked 1 & 6 should be placed in Pool A, teams 2 & 5 in Pool B, and teams 3 & 4 in Pool C. In a 4 Pool tournament, teams ranked 1 & 7 should be in Pool A, teams 2 & 8 in Pool B, teams 3 & 5 in Pool C and teams 4 & 6 in pool D. Please observe the following examples:

2 Pools	3 Pools	4 Pools
1>2	1 > 2 > 3	1 > 2 > 3 > 4
3>4	6 > 5 > 4	7 > 8 > 5 > 6
5>6	7> 8 > 9	9 > 10 > 11 > 12
8>7	12> 11> 10	16 > 15 > 14 > 13

TOURNAMENT FORMATS

(ROUND ROBIN POOL PLAY)

The accepted formats for round robin pool play within the Region are pools of 3, 4, and 5. Crossover pools of 3 or 4 are also acceptable. Pools containing 6 or 7 teams are NOT ALLOWED in the Great Lakes Region. Only one, 4 or 5 team pool may be scheduled on a single court. It is permissible to stagger three, 3 team pools across 2 courts but interweaving multiple 4 team pools is not allowed (referred to as ghost pools).

POOL PLAY EXAMPLES

The following schedules are from the USA Volleyball National Tournament Format and seem to work out the best. This is the official Great Lakes Region pool play schedule and should be used by all Director of Competitions.

3 TEAMS	4 TEAMS- Juniors	or	4 TEAMS- Adults	5 TEAMS - Adults	5 TEAMS ON 2 CTS - Juniors
1x3 (2)	1x3 (2)		2x4 (3)	3x5 (4)	1x5 (3) 2x4
2x3 (1)	2x4 (1)		1x3 (4)	2x4 (5)	1x4 (5) 2x3
1x2 (3)	1x4 (3)		2x3 (1)	1x5 (2)	1x3 (2) 4x5
	2x3 (1)		1x4 (3)	2x3 (1)	Match Break
	3x4 (2)		1x2 (4)	1x4 (3)	2x5 (1) 3x4
	1x2 (4)		3x4 (2)	2x5 (4)	1x2 (4) 3x5
				1x3 (2)	
				4x5 (3)	
				1x2 (5)	
				3x4 (1)	

3/3 TEAM CROSS-OVER

2 COURTS

1xB (3)	2xC (A)
3xB (1)	2xA (C)
3xC (B)	1xA (2)
1xC (3)	2xB (A)
3xA (1)	

3/4 TEAM CROSS-OVER
(May play 2 sets to 21 or 25)

2 COURTS

1xC (3)	2xB (A)
3xD (C)	1xA (2)
3xB (1)	2xA (D)
1xD (B)	2xC (A)
1xB (D)	3xA (C)
3xC (1)	2xD (B)
AxD (3)	BxC (2)

When using a 3/4 crossover, Seed the teams the following way: Top 4 seeds in one pool (A, B, C, D) the 3 lower seeds in the other pool, (1, 2, 3,) Now you just plug in the teams per the above schedule A 3/3 cross should be seeded as if it were (1) six team pool, (1, 2, 3) & (A(4), B(5), C(6)) then you would just pick out the appropriate matches that correspond with the above format.

When selecting teams for play-offs, after using the cross-pool format, you must only consider the teams with the best overall records. You should never take the best teams from each pool, because the teams in the same pool may not have played each other.

If a tournament consists of a playing division with only one (1) pool, it is still necessary to hold play-offs unless previously approved by the Director of Competition.

If three team pools are used, 3 sets to 25 points should be played.

Note: teams will flip a coin for the third set and switch sides at 13 points.

Pools with four teams should either play 2 sets to 25 points or a full match. Pools with five teams should either play 2 sets to 21/25 points or a full match.

When using a 3/4 crossover, formats can play 2 sets to 21 or 2 sets to 25.

Pools of 4 for Adults will play 3 sets, first two sets to 21 pts and last set to 15 pts.

Note: teams will flip a coin for the third set and switch sides at 11 points.

For a single pool division, you must take the top 3 teams and have a Semi & Final.

Tournaments that have playing divisions with 2 or more pools must hold play-offs at the end of pool play.

PROCEDURES FOR BREAKING TIES

At the conclusion of a pool, the pool finish positions of the teams are determined by their pool match records.

- If there is a tie in match record among 2 or more teams in the pool, tie(s) will be resolved using the JNC National Tie Break Rules.
- Even in 3 team pools where all 3 sets are required to be played, match record - not set record - will determine a team's finish in the pool.

TWO-WAY TIES: 2 teams tied in match record

There will be *no* tie breaker sets.

- The first place team will be the team that won the pool play match between the 2 tied teams (head-to-head).
 - This is the procedure for ***all two-way ties***, even when one team might still win a bid; the tied teams have already determined the better team through head-to-head competition.

THREE-WAY TIES: Where no team can advance to win a bid or advance to the highest division

There will be *no* tie breaker sets. Ties among teams will be resolved as follows:

If 3 or more teams are tied in match record, the ties are broken by applying the following steps, in order, without repeating any step. ***Head-to-Head results will not be used at any time in breaking a three-way tie:***

- Determine each team's set percentage (divide each team's total sets won in the pool by the total sets played). The team with the highest set percentage is first.
- If some or all of the teams have the same set percentage, then determine the point percentage of the teams that are still tied (divide each team's total points scored by the total points scored by all the team's opponents in that pool).
 - Of the teams still tied, the team with the highest point percentage has the next highest finish in the pool (finishes either first or second, depending on the outcome of the set percentage).
- If two or more teams are still tied:
 - Coin toss.

THREE THREE-OR-MORE TEAMS TIE IN MATCHES

- 1) Head-to-head results are used to determine pool finishes for teams that are tied in Match Record.
 - a) A team that beats all the other teams with which it is tied in Match Record will finish ahead of the other teams in the pool.
 - b) A team that has lost to all the other teams with which it is tied in Match Record is placed behind the other teams in pool finish.
 - c) If there are only two teams tied in matches after steps 1(a) and 1(b) have been applied, the head-to-head winner of those 2 teams earns the higher pool finish.
 - d) If after applying steps 1(a), 1(b) & 1(c), teams remain tied, then the ranking of those remaining teams follows the procedure in step 2.
- 2) Set percentage is the 2nd level of breaking ties and is used to rank a pool in which teams remain tied after applying the rules in step 1.
 - a) Teams with a higher set percentage finish ahead of teams with a lower set percentage.
 - b) If only two teams are tied in both match percentage and set percentage, the team that won head-to-head receives the higher finish in the pool.
 - c) If three teams (or more) are tied in match percentage and set percentage after applying steps 2(a) & 2(b), the tie breaking procedure followed is based on whether a team is eliminated from advancing to the Gold at BJNC/GJNCs or earning the Qualifier Bid to BJNC/GJNCs using Steps 2(d) and 2(e).

- d) If no team is eliminated from advancing to the Gold at BJNC/GJNCs or earning a Bid to BJNC/GJNCs, pool finish among the teams tied in Match percentage and Set percentage is determined by Point percentage. If two teams are still tied in point percentage, the head to head winner finishes higher.
 - e) If a team would be eliminated from advancing to the Gold at BJNC/GJNCs or earning a Bid to BJNC/GJNCs, the remaining teams that are tied in match percentage and set percentage have Playoff Tie Breaker Set(s) played as defined in step 3.
- 3) Playoff Tie Breaker Sets are played if 3 or more teams remain tied after applying steps 1 & 2. Girls National Qualifiers/Boys Bid Tournaments and the BJNC/GJNCs have different protocols and are defined below.

Girl's National Qualifiers and Boys Bid Tournaments:

To determine pool finish position, tied teams are ranked by their point percentage from the pool. Tie Breakers Sets, if required, are played as 1 set to 15. There may be brackets of 2, 3, or 4 teams. Tie Breaker sets are only played for the last spot leading to a Qualifier Bid.

- a) If there is 1 pool position available for a team to advance to play for a bid position, all teams participate in the Tie Breaker Sets. The sequence of play offsets is structured so that the teams with the highest point percentages have the fewest number of Tie Breaker Sets to play.
- b) If there are two pool positions available for a team to advance to play for a bid position, the team with the highest point percentage is ranked the highest and receives one of the advancing positions. remaining teams participate in the Tie Breaker Sets. The sequence of playoff sets is structured so that the teams with the highest point percentages have the fewest number of Tie Breaker Sets to play.
- c) If there are three pool positions available for a team to advance to play for a bid, the two teams with the highest point percentages each receive one of the advancing spots. The remaining teams participate in the Tie Breaker Sets. The sequence of play offsets are structured so that the teams with the highest point percentages have the fewest number of Tie Breaker Sets to play.

Following the rules set out above, it is possible for one or more tied teams to advance without having to play in a Tie Breaker Set, as only the last pool position is played off. It is possible that teams will be eliminated from the GOLD bracket in a National Qualifier as the Tie Breaker is played to determine the chance to play for a Qualifier Bid, NOT for the Gold Bracket.

PENALTIES FOR MISSED TIE BREAKER SETS

It is the responsibility of a team's coach to know if there is a potential tie in pool play finish and to have his/her team available courtside for tie breaker sets as soon as the last match of the pool is finished.

All teams must remain courtside for the duration of any necessary tie breaker sets regardless of whether the team is scheduled to compete or officiate.

Play of tie breaker sets will not be delayed in order to locate a team or provide time for a team to return to the court.

In a three-way tie, where one or more teams is not at courtside at the finish of the last match of the pool, the teams remaining will play for position, if necessary.

- The team(s) that left will finish lower than the team(s) that remained.
- The position of the team(s) that left will be determined following the tie break procedure as it pertains to the pool and advancing positions available.
- There are no other penalties for a team that is not present for tie breaking sets.

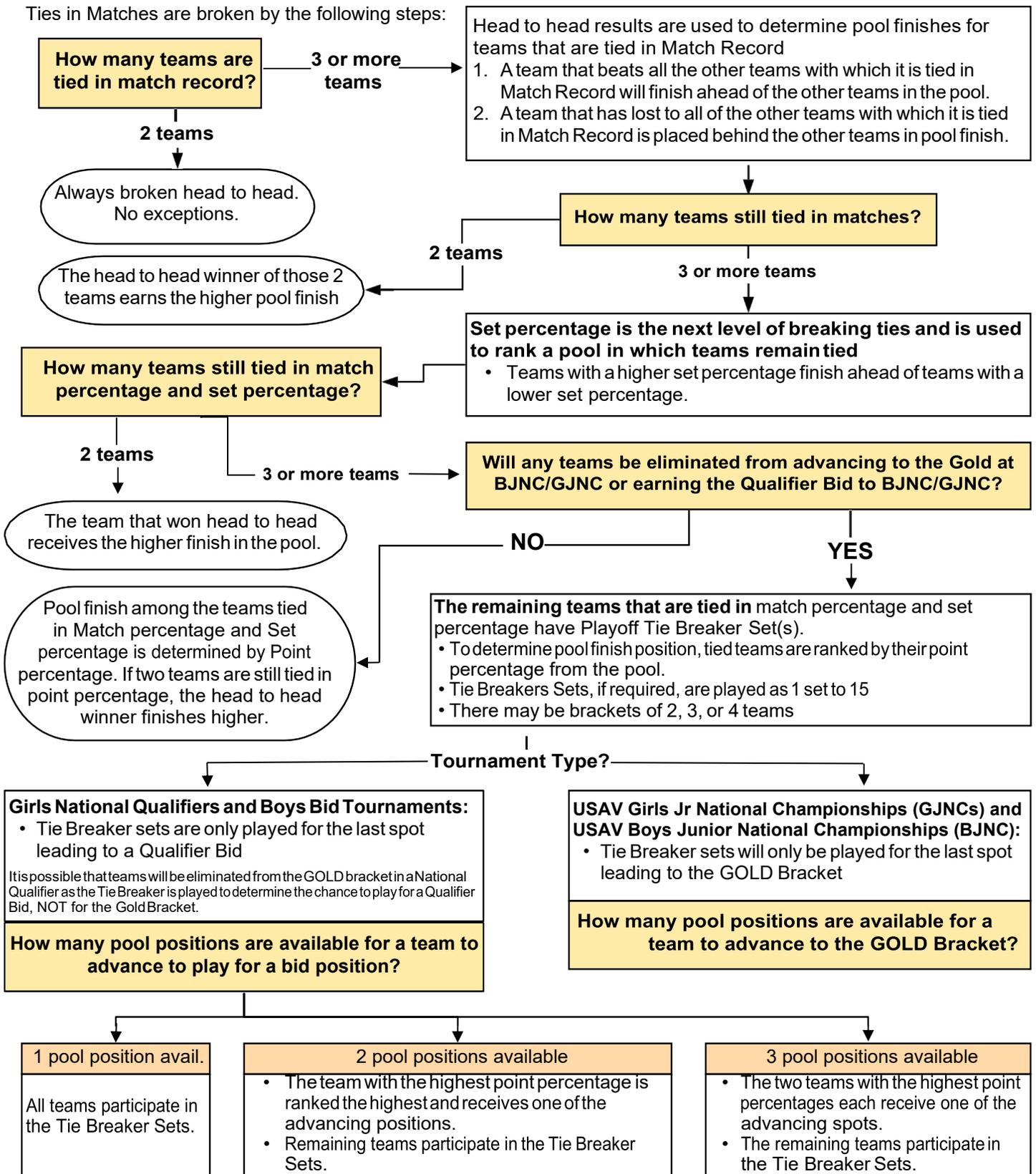
PROCEDURES FOR BREAKING TIES TO DETERMINE POOL FINISH

From USAV Girls National Championship Manual

For the competition of Girls National Qualifiers, Boys Bid Tournaments, GJNC & BJNC

If there is a tie in match record among 2 or more teams in the pool, tie(s) are resolved using the Tie Break Rules, even in 3 team pools where all 3 sets are required to be played.

Ties in Matches are broken by the following steps:



It is possible for one or more tied teams to advance without having to play in a Tie Breaker Set, as only the last pool position (spot) is played off
 **The sequence of playoff sets is structured so that the teams with the highest point percentages have the fewest number of Tie Breaker Sets to play
 ***Tie Breaker Sets will only be played to 15 points.

TEAM OFFICIATING DUTIES

All teams should know their officiating schedule, as it is listed on the playing schedule. Teams should be ready to start the next scheduled match on their court without having to be told to do so. The majority of tournaments fall behind schedule precisely because of this problem. Emphasize this to the teams at the start of the tournament. Let them know you expect them to be ready and on time with a full support crew to officiate the next match. Any team that fails to fulfill their officiating responsibilities will be fined \$100.00 for the 1st offense and \$125.00 for the 2nd offense. Any team that violates this rule more than twice in a season will be fined again and the team may be suspended for a minimum of 30 days.

During pool play, teams need at least 5 people to start and fulfill their officiating duties. It is the tournament director's responsibility to report such violations to the Regional Tournament Director. Upon written notification, by the Regional Tournament Director, the offending team will not be permitted to play in any sanctioned USA Volleyball tournaments until said fine is paid in full and suspension has been served.

A team's failure to have a complete officiating crew—including a **rostered** adult for that team—available and on time for an officiating assignment could result in the team having to forfeit the first set of its next match.

For every minute an officiating team is late to fulfill its assignment, one point will be awarded to that team's next opponent in the first set of the next match for up to 25 points. No more than 25 points will be awarded to the team's next opponent, even if the team designated to officiate misses the entire match. The time that determines how many penalty points are assessed begins at the start of the receiving team's warm-up.

A team will forfeit its entire next match for failing, a second time, to have an officiating crew available on time for an officiating assignment. If a team is late for their officiating assignment (with four or less members during pool play) that team will be penalized 1 point for every minute they are late. The team will be considered late if they are not present when the official warm-up begins. The LATE points will be assessed on the team's next playing match.

Any single pool tie-breaker set shall be officiated by the FIRST PLACE finisher within that pool. If three teams are involved in the tie-breaker, the bye team will officiate the 1st set, and the loser will officiate the final set.

The 1st round of play-offs shall be officiated by the last place pool finisher. This should be in writing on the playing schedule. If bye teams are available during the 1st round of play-offs, they should officiate instead of keeping teams that have not made it out of pool play. Subsequent play-off losers will officiate the next scheduled match. The support crew for the finals may be determined by a flip of a coin between the losers of the Semi-Finals, or each Semi-Final loser must supply 2 people and share the responsibilities.

It is the responsibility of the team with the inferior set record or last place pool finisher that is present to officiate the next round of play-offs. The Tournament Director reserves the right to designate, by inferior pool results, the officiating team for play-offs. Any team intentionally forfeiting or leaving a tournament will be fined and face disciplinary action. See fines listed above.

AWARDS

The value of the award should be commensurate with the cost of your event. If you are hosting a high quality event, then give a high quality award. Awards should be presented to teams the day of competition.

Juniors - Less than 8 teams:	Individual 1st place
Juniors - 8 or more teams:	Individual 1st & 2nd place
Adults - Less than 8 teams:	1st place
Adults - 8 or more teams:	Individual 1st & 2nd place

The tournament director should be prepared to give a maximum of 12 awards for each required place. Monetary awards do not have to follow these guidelines lines, but the amount should be stated on the entry forms. Please consult the National Federation High School Associations when allowing junior teams in any adult tournaments. They have restrictions on the type of awards that a high school athlete may accept. We do not wish to jeopardize the players' High School eligibility.

GUIDELINES FOR DEALING WITH BLOOD

If a player incurs an injury that causes bleeding, the first or second referee shall immediately stop the set in accordance with the rules. The player shall leave the court for evaluation/treatment. If the player cannot continue play and must be replaced, this should be done within the DCR Guidelines.

If a player's uniform becomes saturated with blood, a change of uniform will be authorized. This change should be accomplished as quickly as possible to cause no additional delay of set. The replacement uniform should be of a similar color and style. (*Great Lakes Region addition: if a similar uniform is not available, then any uniform may be used provided there is a permanent number on the jersey.*) Though duplicate numbers will not be allowed, no sanction will be assessed if the player's uniform number is different than the original number. If a replacement uniform is not available, the player must be replaced by a legal substitution.

If the referee observes blood on the playing surface or equipment, the set shall be stopped immediately and measures taken to clean any contaminated area or equipment using universal precautions. Please refer to the DCR.

SPECTATOR/PARENT CODE OF CONDUCT

To be posted at all sites

I WILL:

- I WILL abide by the official rules of USA Volleyball.
- I WILL display good sportsmanship at all times.
- I WILL encourage my child and his/her team, regardless of the outcome on the court.
- I WILL educate myself on the unique rules of this facility.
- I WILL honor the rules of the host and the host facility.
- I WILL generate goodwill by being polite and respectful to those around me at this event.
- I WILL direct my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear.
- I WILL redirect any negative comments from others to the respective Event Director or Program Administrator.
- I WILL direct all concerns regarding officials to the Head Coach or Club Director for my team/club as opposed to contacting the Head Official directly.
- I WILL immediately notify the Event Director and/or Program Administrator in the event that I witness any illegal activity.
- I WILL support the policies and guidelines of the team/club that I represent.
- I WILL acknowledge effort and good performance, remembering that all of the players in this event are amateur athletes.
- I WILL model exemplary spectator behavior while attending this event.
- I WILL respect the history and tradition of the sport of volleyball by being a good ambassador.

I WILL NOT

- I WILL NOT harass or intimidate the officials.
- I WILL NOT coach my child from the bleachers and/or sidelines.
- I WILL NOT criticize my child's coach or his/her teammates.
- I WILL NOT participate in any game or game-like activities unless I have a current membership card with USA Volleyball.
- I WILL NOT bring and/or carry any firearms at any USA Volleyball/Region event.
- I WILL NOT bring, purchase, or consume alcohol at any Youth/Junior volleyball event.

TOURNAMENT DAY INFORMATION

CHECKLIST:

- A cell phone or hard line phone
- Tournament awards. Use TD Manual as stated previously.
- Standards, officiating stands, nets, 2 antennae per court and tape markers.
- Balls, if you provide them. If not, instruct teams to use their own balls for the set.
- Pool play schedules and court assignment sheets for each team.
- Large pool sheets for recording match scores and determining playoff teams along with some good permanent marking pens.
- Play-off schedules that show how winning pool teams advance to the play-off bracket.
- Current DCR.
- A Current copy of the GLR Tournament Directors Manual
- Trash cans strategically located throughout the gym, and garbage receptacles for recycling
- AED and someone who is certified
- First aid kit and ice.
- Spilled Blood/Body fluids Kit
- Court Packets
- Official score sheets and lineup card for each match to be played. Available online at www.greatlakesvolleyball.org.
- Pencils and a blue/black pen at each table, for scoring.
- Scoring table and 3-4 chairs
- A flip scoreboard or electronic visible scoreboard for each court.
- Insurance Incident Report Form- if used the form must be mailed or faxed to the Region Office within 48 hours. If additional forms are needed, please go to our GLR web site and download the form.

Contact the Director of Competition for information on obtaining a Blood and Body Fluids Kit.

EMERGENCY SITUATIONS

A certified Athletic Trainer or other medical professional is recommended to have on staff during tournaments but not required. If a tournament does not have an athletic trainer on site, the head coach/administrator is responsible for the health and safety of their athletes.

On the day of the tournament, emergency situations may arise which would cause you to alter the format of your event. These situations **MUST** be discussed and resolved at the captains meeting, if possible. It is recommended that you have an Emergency Action Plan on site. Contact the Director of Competition regarding information about an Emergency Action Plan.

If a team drops out on the day of the tournament, try to restructure your pools to cause the minimum amount of confusion. If you have uneven pools, (3 team) let the smaller pool play 3 sets to 21 or 25 points. Play-off seeding determinations will then be made by the percentage of wins to total sets played, and by the percentage of points won to total points available. If two teams from uneven pools are tied at .500, the percentage of total points scored vs. the total points available should be used to break the tie.

If the restructuring of pools is not possible, then a forfeit should be given to all teams in the affected pool. The score of a forfeited set is 25-0 (in 25 point sets), and 21-0 (in 21 point sets).

If a team forfeits after pool play has begun, all forfeited sets must be scored as stated above. The team keeps all wins and points that it had won in any sets before the forfeit occurred. This does not relieve the forfeiting team of their officiating responsibilities.

If a team is playing in the 1st match time slot, and doesn't have the legal number of players present to start the match, in all fairness to the other teams, it is recommended that you give that team a forfeit for their 1st match instead of trying to restructure them into a later starting time.

PROTESTS

The USA Volleyball Rulebook and GLR TD Manual should be used at all times, unless a Great Lakes Region ruling takes precedence. Decisions based on the judgment of the referee or other officials are final and not subject to protest. Protests will only be allowed on rule interpretations and tournament organization. Further information about protest procedures can be found in the current USA Volleyball Manual and Rulebook.

DISCIPLINARY ACTIONS

TOURNAMENT DIRECTORS MAY NOT ALLOW ANY JUNIOR TEAM TO PARTICIPATE IN THEIR TOURNAMENT UNLESS A CERTIFIED COACH IS PRESENT AND ON THE BENCH AT ALL TIMES DURING PLAY. If a certified USAV coach is not present for warm-ups, the team will not be allowed to warm-up. If a coach is not present at match time, the team will not be allowed to play. If you are unsure as to whether the coach is certified, ask for their membership card. If they do not have their card, ask for any type of identification. Write down their name, address and report it to the Region Commissioner the following day. Inform the individual that you will be reporting the incident and should they, in fact, not be a certified USA Volleyball coach, the appropriate sanctions will be levied on the entire team, and directors. The liability rules are simple and straightforward. We do not want any Tournament Director to jeopardize themselves, their tournament or USA Volleyball.

Tournament Directors are expected to contact local authorities regarding violations involving alcohol, drugs, or damage to a site. Tournament Directors are not expected to take disciplinary action during a tournament that might disrupt the event (i.e. Eliminate a team for being out of uniform, minor unsportsmanlike conduct, teams leaving without fulfilling officiating duties, etc.). The tournament director will allow teams to play, making sure that they are aware of their violation, and then report such violations to the Region Commissioner for appropriate action.

WAIVERS

The Region issues age waivers in some situations, as well as special waivers to players due to, religious beliefs, illness, food allergies etc. in the Junior as well as Adult Divisions. If a Waiver has been granted, the individual will be given a letter from the Region Commissioner stating what that Waiver is for. The individual is required to keep this letter in their possession during all USAV sanctioned Events. If an athlete claims to have been given a waiver to be out of uniform, or wear special or otherwise illegal equipment, make sure that you ask to see their waiver. If they cannot produce a written letter from the Commissioner, then they should be withheld from competition. Please report any situations to the Region Office where a player claims to have a Waiver but cannot produce evidence to that fact. **NOTE: Insulin pumps are LEGAL and do not require any special waiver.**

JUNIOR TOURNAMENT CURFEW

In the case of Junior Tournaments, the **Great Lakes Region prohibits any match to start before 8:00am or after 8:30pm**, unless the tournament director has requested and received permission from the Region Commissioner prior to the tournament date and has a written waiver.

GREAT LAKES REGION MODIFICATIONS

USAV EQUIPMENT RULE 4.3

Team attire must be uniform. The color and the design for the jerseys and shorts must be uniform, except for the Libero(s) and clean for the entire team. During cold weather individual players may wear sweat pants provided they are of the same color as the uniform shorts and the uniform shorts are worn underneath the sweats. If two or more players choose to wear sweats, they must be similar in style and of the same color. Bike shorts and t-shirts worn as undergarments are allowed by one or more players. If more than one player wears either/both and they are visible, they must all be similar in style and of the same color.

The Region Commissioner has chosen to waive the uniform rule during the first month of competition. The rule waiver only applies to the first month of competition, after that, the attire must be uniform. **The uniform waiver is in effect for boys until December 1st and for girls and adults until February 1st.** Even when the rule is waived, all players must have a number on their shirt, or they cannot play.

These rules are only for sanctioned play within the Great Lakes Region. When playing in other Regions or at a Zonal and National Championship, please refer to the USAV Rulebook.

These rules take precedence over what is published in the USAV Rulebook for Sanctioned play in the Great Lakes Region ONLY.

JUNIOR MODIFICATIONS

ALCOHOLIC BEVERAGES:

AWARDS INVOLVING ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED AND WILL RESULT IN THE IMMEDIATE SUSPENSION OF THE TOURNAMENT DIRECTOR.

ALCOHOLIC BEVERAGES MAY NOT BE PRESENT, SOLD, OR MADE AVAILABLE TO ANYONE WITHIN THE PLAYING SITE.

WARM-UPS:

The mandated junior warm up for a team's first match in a Great Lakes Junior event will be 2-4-4. Thereafter, the warmups will be shortened to 4 and 4. For junior competition, when one team has exclusive use of the court, the other team should assist with shagging balls. Warming up with balls at the team bench or in the spectator walkways is not permitted.

ADULT MODIFICATIONS

Edited November 2014

It is strongly suggested that adult tournaments not start before 8:00am and Play-Offs not begin after 8:30pm.

RULES OF PLAY

Except as specified below the current Domestic Competition Regulation (DCR) rules will be followed.

UNIFORMS

Team uniforms do not need to be matching in color or design. Numbers may be permanent or taped on. If a Libero is being used their shirt may be: light, in contrast to the team's dark shirt or dark in contrast to the team's light colored shirt. Their shirt may be multi-colored in contrast to the team's solid colored shirts or simply not have a number.

The tournament director has the final decision on all uniform questions.

TEAM AFFILIATIONS

Great Lakes Region adult players may play on as many different teams as they desire during the season, but only one team per day.

OR

Great Lakes Region adult players may form teams as has been done in the past. It is ultimately the player/team's responsibility to enter the proper division on any given date.

DIVISIONS

The Great Lakes Region will only sanction men's or women's tournaments. It is up to the tournament director to decide the division(s) once all entries have been submitted.

TOURNAMENTS

Tournaments will be sanctioned from October to May of each season.

TOURNAMENT DIRECTORS

Tournament Directors must sign an agreement with the Region stating that they will accept and follow all GLR/USAV rules, policies and procedures regarding adult tournaments. The minimum penalty for violating this rule will be the revocation of all tournament sanctions for the remainder of the season.

SANCTIONING AND SCHEDULING OF TOURNAMENTS

All tournaments must be sanctioned by the GLR Director of Competition.

All participants must be members in good standing of GLR and/or USA Volleyball.

The use of certified referees is an option, not a requirement.

The Tournament Director (or their designee (who must be a GLR member in good standing) is required to be present for the duration of the tournament. Please refer to the current tournament Director's Manual found on the Great Lakes Region website.

www.greatlakesvolleyball.org

ROSTERS

Team representatives are responsible for making sure up-to-date team rosters have been submitted to the Tournament Director on the day of the tournament, prior to the team's first match of the day. Roster changes may only be made by the tournament director on the day of the tournament.

TOURNAMENT FORMAT

This is up to the discretion of the tournament director but must be communicated to all teams competing.

Teams are expected to furnish support officials as requested including a first referee, second referee, scorer and two lines judges for pool play and playoffs, where applicable.

Except for discriminatory practices based on race, sexual orientation or religion Tournament Directors have the right to set their own policies for acceptance of teams in their tournaments. Some factors that might have an influence regarding acceptance could be: order of payment received, previous history of reliability, non-payment etc.

Ghost Players

Not used.

MIXED GENDER TOURNAMENT

Co-ed and Reverse Co-ed tournaments will be sanctioned.

Fees- This is up to the discretion of the tournament director.

If you have any question regarding an interpretation to any of these guidelines or rules, contact the Director of Competition listed on page two (2).

Frequently Asked Questions

<p>Who needs to have a background screen?</p>	<p>Background screens are required for all adults affiliated with a Junior Club, as well as officials and official candidates. All club directors, coaches, chaperones, TD directors, managers, board members, etc. must also have a background screen.</p>
<p>A. What is the Region policy when an adult team only has 5 players at the beginning of their first match in the tournament? B. If a team is reduced to 5 players after their team's first match can they continue to play?</p>	<p>A. The official policy is they are not allowed to compete. In the spirit of the game, the TD can allow the match to start (providing the other teams agree) but it will count as a forfeit. B.YES</p>
<p>How do we register for tournaments?</p>	<p>Contact the TD directly for information on any event you are interested in entering. By clicking on the individual tournament listed on the website, the TD's information is listed.</p>
<p>Is there an extra cost for site insurance?</p>	<p>No – the cost of site insurance is included in an individual membership. Also included is a secondary sports accident policy to cover any injuries that might occur at a SANCTIONED tournament.</p>
<p>Can you tell me how may feet the 12U can come in off the service line to serve?</p>	<p>It is HIGHLY recommended that all GLR tournaments for 12 and under use a "Volley Lite" ball. If this ball is not available, the server can step in no more than 6 ft.</p>
<p>Must a court have lines or will a contrasting outside boarder count?</p>	<p>All courts must have a 2 inch line to delineate the court.</p>
<p>What if my team fails to officiate when scheduled or leaves the tournament and was supposed to officiate the play-offs?</p>	<p>See Page 12</p>
<p>What is the format for tiebreaker games?</p>	<p>See Pages 8-12</p>
<p>Is there a limit to the age of a boy playing on a girls' team?</p>	<p>12 Boys may play on a 12 Girls' team 13 Boys may play on a 13 Girls' team 14 Boys MUST play up on at least a 15 Girls' Team</p>
<p>What are the age requirements for high school seniors to play on an adult team?</p>	<p>Junior age players may play on an adult team with the permission of a parent or guardian during the regular season if they are not a member of a junior club. They may not compete at the Adult National Championships.</p>
<p>Do I need to have the attack line extensions on all courts for region competition?</p>	<p>No – the attack line extensions are only required for National Championships, Bid Tournaments or National Qualifiers.</p>
<p>May teams warm up with balls at the team bench or spectator area?</p>	<p>No – teams are only allowed to warm up with balls during the shared warm up time or when they have exclusive use of the court. Teams are expected to help shag balls when the opponents have exclusive use of the court.</p>